

## **FIRE PUBLIC EDUCATION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position, the major duties of which include collecting information for the development of pre-fire plans for businesses, schools, and other places of public assembly; performing public relations and public education duties such as giving talks and demonstrations on fire prevention when assigned; and also performing fire investigation duties at the scenes of fires. The employee of this class has the authority to work independently in most areas. The incumbent can perform duties with only general instructions. This class reports to and has work reviewed by either the Assistant Chief when assigned or by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Develops pre-fire plans from information gathered during visits and determines the appropriate response by fire fighting companies. Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Conducts fire drills for business, educational and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill.

Restricts access to the fire scene to prevent removal, damage, or contamination of evidence; inspects the scene of a fire to determine the cause and origin of the fire, and interviews firefighters and witnesses in order to collect information about circumstances that may have been noted before or during the fire. Uses all observations of the interior and the exterior of the structure to determine whether the fire was the result of natural causes, carelessness, or arson. Searches for, identifies, and collects evidence, using accepted search methods and collection procedures, in order to preserve evidence for analysis and to protect the chain of custody for later use in court.

Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Develops support for fire safety programs by contacting business leaders and providing fire safety education

to workers or enlisting the business as sponsors for public education efforts by the department. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety, to be used by local television and radio stations and by local newspapers and magazines.

Compiles, organizes, and analyzes data needed, and writes reports required to document activities assigned. Personally completes any forms and records assigned. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel.

Serves as representative to the news media, releasing information and answering questions concerning the work of this section. Responds to questions from the public about the operation of the section or any related areas of fire prevention, investigation, education services. Conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **EITHER**

Must have three (3) years of experience in fire prevention, investigation or any combination of these two, which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

#### **OR**

Must have not less than six (6) years of progressively responsible experience in fire service positions. Fire experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention, investigation and public fire education.